

Missouri
Department
of Transportation



Springfield Area District
3025 East Kearney
M.P.O. Box 868
Springfield, MO 65801
(417) 895-7600
Fax (417) 895-7533
Toll free 1-888 ASK MODOT
www.modot.org

[Date]

[Owner Name]

[Owner Address]

[Owner City], [Owner State] [Owner Zip]

RE: Permit [Permit Number]
[County] County, [Route]

Dear [Owner Contact]:

Enclosed please find your recently submitted application to cut or trim vegetation. Your application is being returned for the following reason(s):

- ☐ Delinquent receivables
- ☐ Incomplete application
- ☐ Required attachments not included
- ☐ Transaction fee not included
- ☐ Incorrect transaction fee
- ☐ Sign is less than two (2) years old
- ☐ Sign is less than five (5) years old
- ☐ Detrimental to the stability of the state right of way
- ☐ Proposed location insufficiently staked
- ☐ Other: [Other Reason]

For additional information regarding outdoor advertising rules and regulations, please log onto http://www.modot.org/business/Outdoor_Advertising. If you have questions or need assistance, please contact me at [Phone Number].

Sincerely,

[Permit Specialist Title]

[Permit Specialist]

Enclosure(s)